

# Special Filings Order Form

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To obtain information relating to a filing of record with the Secretary of State, complete the information below along with the order form on the following page, attach a check (made payable to the Secretary of State) for the appropriate amount (or “not to exceed” a specified amount written below the amount payable line) and submit your request:

- By mail, along with a self-addressed stamped envelope, to **Secretary of State, Special Filings Unit, 1500 11<sup>th</sup> Street, 2nd Floor, Sacramento, CA 95814.**
- In person, to the Secretary of State’s office in Sacramento. A special handling fee of \$6.00 per filing is applicable for any of the following information requested over the counter.

NAME AND FILE NUMBER (if applicable)		
<div></div>		
YOUR NAME:		
NAME OF BUSINESS: (if applicable)		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
TELEPHONE NUMBER:	FAX NUMBER:	

**NAME AND FILE NUMBER (if applicable)**

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**FILINGS, AMENDMENTS AND/OR ATTACHMENTS****Copies of:**

- ☐ Athlete Agent
- ☐ Athlete Agent Amendment
- ☐ Auctioneer/Auction Company Bond
- ☐ Credit Services Organization
- ☐ Dance Studio
- ☐ Discount Buying Organizations
- ☐ Employment Agencies
- ☐ Employment Counseling
- ☐ Immigration Consultant Bond
- ☐ Invention Developer
- ☐ Job Listing
- ☐ Nurses Registry
- ☐ Notice of Joint Powers Agreement
- ☐ Amendment to Notice of Joint Powers Agreement
- ☐ Statement of Facts Roster of Public Agencies

☐ copies @ \$1.00 for the first page, and \$0.50 for each additional page\*

☐ Certified copies (\$5.00 per filing, **in addition to the copying fees**)

☐ @ \$5.00 each

\*When ordering copies you may send a check for the appropriate amount, or if the number of pages is unknown when ordering copies, you may send a blank check **“not to exceed”** a specified amount written below the amount payable line.

**CERTIFICATES**

- ☐ Certificate of Filing
- ☐ Certificate of Nonfiling

☐ @ \$5.00 each name requested

**SPECIAL HANDLING – IN PERSON DELIVERY ONLY**

☐ Certificates and copies of records

☐ @ \$6.00 per record